

Centre Law & Consulting

Integrated Solutions for Complex Problems

Professional Services Schedule (PSS) GS-10F-0040S



On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>



General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

The Professional Services Schedule (PSS)

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The internet address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.

Contract Number: GS-10F-0040S

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period	:	November 9, 2005 - November 8, 2020
Contractor Name	:	Centre Law and Consulting, LLC.
Address	:	1953 Gallows Road, Suite 650 Vienna, VA 22182
Phone Number	:	703-288-2800
Fax Number	:	703-288-4868
E-mail	:	information@centrelawgroup.com
Website	:	www.centrelawgroup.com

Contract Administrator: Carmen Calloway, Principal Consultant

Business Size: Woman-Owned Small Business (WOSB)

Pricelist current through contract modification PS-0039 dated April 19, 2016

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Information For Ordering Offices

1. AWARDED SPECIAL ITEM NUMBERS

- a) 874-1/874-1RC Integrated Consulting Services
 874-4/874-4RC Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships
 874-6/874-6RC Acquisition Management Support
 874-7/874-7RC Integrated Business Program Support Services
 874-8/874-8RC Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification (FAC) Training for Acquisition Workforce Personnel
- b) Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. NOT APPLICABLE

2. MAXIMUM ORDER:

874-1	Integrated Consulting Services. The maximum dollar value per order will be \$1,000,000.
874-4	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships. The maximum dollar value per order will be \$1,000,000.
874-6	Acquisition Management Support. The maximum dollar value per order will be \$1,000,000.
874-7	Integrated Business Program Support Services. The maximum dollar value per order will be \$1,000,000.
874-8	Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification (FAC) Training for Acquisition Workforce Personnel. The maximum dollar value per order will be \$1,000,000.

NOTE: All dollar amounts are exclusive of any discount for prompt payment.

3. MINIMUM ORDER:

Centre's minimum order is one course; for courses taught on-site at least 15 attendees are required. The minimum dollar value for delivery to destination for all labor categories is \$100.00.

4. GEOGRAPHIC SCOPE OF CONTRACT:

The geographic scope of this contract is domestic delivery only.

5. POINTS OF PRODUCTION:

Centre Law and Consulting, LLC
 1953 Gallows Road, Suite 650
 Vienna, VA 22182

6. DISCOUNTS:

Discount from list prices. Prices shown here are net (discount deducted).

7. QUANTITY DISCOUNTS:

None offered.

8. PROMPT PAYMENT TERMS:

PROMPT PAYMENT. Net 30 Days.

9. GOVERNMENT PURCHASE CARDS:

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. In addition, bank account information for wire transfer payments will be shown on the invoice. Government purchase cards are accepted above the micro purchase threshold.

10. FOREIGN ITEMS:

Not applicable within the scope of this contract.

11A. TIME OF DELIVERY:

As negotiated between the Contractor and the ordering activity.

11B. EXPEDITED DELIVERY:

As negotiated between the Contractor and the ordering activity.

11C. OVERNIGHT AND TWO-DAY DELIVERY:

As negotiated between the Contractor and the ordering activity.

11D. URGENT REQUIREMENTS:

As negotiated between the Contractor and the ordering activity.

12. F.O.B. POINT:

Destination, excluding Alaska, Hawaii, and Puerto Rico.

13A. ORDERING ADDRESS:

- a) By Mail:
Centre Law and Consulting, LLC
1953 Gallows Road, Suite 650
Vienna, VA 22182
- b) By Facsimile:
703-288-4868
Attn: Barbara Kinosky

- c) By e-mail: orders@centrelawgroup.com
- d) TECHNICAL AND/OR ORDERING ASSISTANCE. The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:
Technical Assistance 703-288-2800
Ordering Assistance..... 703-288-2800

13B. ORDERING PROCEDURES:

Ordering terms and conditions are found in "Terms and Conditions Applicable to Orders" in this catalog.

14. PAYMENT ADDRESS:

Centre Law and Consulting, LLC
1953 Gallows Road, Suite 650
Vienna, VA 22182

15. WARRANTY PROVISION:

Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the Contractor's commercial price list applies to this contract.

16. EXPORT PACKING CHARGES, IF APPLICABLE:

NOT APPLICABLE

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL):

Credit cards will be acceptable for payment above the micro-purchase threshold.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:

NOT APPLICABLE

19. TERMS AND CONDITIONS OF INSTALLATION:

NOT APPLICABLE

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:

NOT APPLICABLE

21. LIST OF SERVICE AND DISTRIBUTION POINTS:

NOT APPLICABLE

22. LIST OF PARTICIPATING DEALERS:

NOT APPLICABLE

23. PREVENTIVE MAINTENANCE:

Not applicable

24. SPECIAL ATTRIBUTES:

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). NOT APPLICABLE

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
NOT APPLICABLE

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:

Data Universal Numbering System (DUNS) number is 963588186

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:

Contractor has registered in the System for Award Management (SAM) Database.

Terms and Conditions Applicable to Orders

POLICIES

Centre Law and Consulting's Federal Contracting Institute (FCI) offers training at its clients' sites or at FCI sites in the DC Metro area. All prices not listed within this GSA Price List are Open Market. As outlined below, certain pricing, discount, and other terms vary depending on the location of the course and whether the course is custom designed or directly from the catalog.

CONFIDENTIALITY AGREEMENT: FCI agrees that at any time during the term of this Agreement and for one (1) year following the last day of training, any information provided by Client to FCI or any of its employees or consultants which is designated by Client as proprietary and/or confidential, shall be considered confidential and proprietary to FCI, its employees, and consultants. Therefore FCI, its employees, and consultants will not without Client's prior written consent—publish, divulge, disclose, or otherwise communicate to any person or persons outside FCI any information relating to the training, including questions discussed during the training.

It is understood that FCI shall have no confidentiality obligation with respect to any information known by FCI, generally known within the industry, prior to the date of this Agreement, or which information becomes common knowledge within the industry thereafter. FCI shall have all of its consultants and employees sign a similar agreement to not disclose Client's confidential information.

INTELLECTUAL PROPERTY: FCI retains an exclusive copyright license to all materials prepared by FCI and furnished to Client during the course of this engagement. Client shall have the right to retain copies of the materials at the conclusion of this engagement. However, Client shall not reproduce the materials without FCI's express written permission.

CATALOG COURSE – FCI (CENTRE) SITE

PRICES AND DEPOSITS: Tuition is due in full on registration. Prices are per student. Classes are held at FCI facilities and various training and conference facilities. Number of students may be limited at particular sites; registrations are processed in the order received. Classes subject to cancellation at Centre's discretion.

CANCELLATIONS: You may cancel your course without a charge up to 30 days before the start of the course. Within 30 days of the course start date, cancellations are subject to a \$150 processing fee; however, you may send a substitute or transfer to another Centre class without penalty prior to the start of the class. No-shows cannot transfer payment to another Centre class and will not receive a refund. Payments for cancellations will result in a credit valid for one year (refundable upon request) from date on which the registration was canceled. All cancellations must be received in writing. All courses are subject to cancellation. When a course is canceled, Centre assumes no responsibility for non-refundable airline tickets or lodging expenses.

CONFIRMATIONS: Confirmation of registration will be sent via e-mail within seven days of submission (less if the registration was received the week prior to the seminar). If you have not received a confirmation e-mail, your registration may not have been received. To verify registration, contact Centre Law and Consulting at (703)-288-2800 or information@centrelawgroup.com.

CATALOG COURSE – CLIENT SITE

PRICES AND DEPOSIT: Prices are per person, with a minimum of 15 persons. Additional prices per person are listed in the price list. Course materials are included in price. FCI will make every effort to deliver courses, but may be unable to accommodate particular desired dates for course delivery, because of other commitments. We require a 50% deposit due upon execution of a training agreement by Client, balance billed upon completion of the training. All of the prices for the courses EXCLUDE any cost for travel, per diem, overseas shipping, special equipment rental, sign language interpreters or facility rental regardless of the geographic area (i.e., these courses do not include any such costs regardless of whether they are taught within or outside of the Washington D.C. Metropolitan Area):

CANCELLATIONS: Client will be billed for the full 15 students, even if fewer attend. Attendee substitutions are permitted at any time up to the start of the course. In the event an entire course session is cancelled with less than thirty (30) calendar days' notice prior to course commencement, the client is liable for all out of pocket costs that FCI incurred in preparing to teach this course, including non-refundable expenses such as airfare. A postponement of a course is considered a cancellation. All cancellations must be received in writing. FCI shall use its best efforts to attempt to reschedule training cancelled for reasons beyond Client's control.

CONFIRMATIONS: A standard training contract will be provided to a representative with authority to sign within a day of receipt of an authorized order. To order, contact Centre Law and Consulting at (703) 288-2800 or orders@centrelawgroup.com

CUSTOMIZED TRAINING – CENTRE SITE OR CLIENT SITE: Customized training provides a mix of instructor led training with relevant case studies, workshops, and on-the-job applications that are specific to your organization. Customized training can be quoted on a fixed price (per student) or labor hour basis. ODC's (open market) will be charged at cost for the following: travel, per diem, overseas shipping, special equipment rental, sign language interpreters or facility rental regardless of the geographic area. Copies of the Federal Acquisition Regulations (FAR), if requested, are \$85 per copy. A fifty percent (50%) deposit will be due on execution of the training agreement.

LIMITATION OF LIABILITY:

Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

GSA ADVANTAGE!

GSA Advantage!™ will use this FACNET system to receive catalogs, invoices and text messages; and to send purchase orders, application advice, and functional acknowledgments. GSA Advantage!™ enables customers to:

- (i) Perform database searches across all contracts by manufacturer; manufacturer's model/part number; vendor; and generic product categories.
- (ii) Generate their own EDI delivery orders to contractors, generate EDI delivery orders from the Federal Supply Service to contractors, or download files to create their own delivery orders.
- (iii) Use the Federal IMPAC VISA.

GSA Advantage!™ may be accessed via the GSA Home Page. The INTERNET address is: <http://www.gsa.gov>, or <http://www.gsa.gov>.

PURCHASE OF OPEN MARKET ITEMS:

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Schedule - referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

1. All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
2. The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
3. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
4. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

Labor Category Descriptions

Education Substitutions Methodology:

- A Bachelor's Degree + 4 years additional experience equal a Master's Degree.
- High School Diploma + 6 years additional experience equal a Bachelor's Degree

Junior Administrative Assistant	
Minimum Experience:	0 years
Minimum Education:	High School Diploma
Functional Requirements:	Ability to use word processing equipment and perform general office duties with supervision.

Administrative Assistant	
Minimum Experience:	3 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Responsible for overseeing various administrative functions to include general administrative support.

Senior Administrative Assistant	
Minimum Experience:	5 years
Minimum Education:	High School Diploma
Functional Requirements:	Demonstrated ability to perform general administrative duties including report preparation, word processing and schedule coordination.

Senior Administrative Coordinator	
Minimum Experience:	10 years
Minimum Education:	High School Diploma
Functional Requirements:	Supervises administrative staff, provides executive level administrative support and coordination.

Associate Attorney I	
Minimum Experience:	0 years
Minimum Education:	J.D.
Functional Requirements:	Provides advice, assistance, guidance and counseling on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management counseling at an associate entry-level. Serves as a member of the legal/acquisition support team for entry-level analytical assignments.

Associate Attorney II	
Minimum Experience:	2 years
Minimum Education:	J.D.
Functional Requirements:	Provides advice, assistance, guidance and counseling on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management counseling at an associate junior level. Serves as a member of the legal/acquisition support team for mid-level analytical/legal task.

Associate Attorney III	
Minimum Experience:	5 years
Minimum Education:	J.D.
Functional Requirements:	Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management counseling at an associate mid-level. Serves as a member of the legal/acquisition support team for mid-level analytical/legal task.

Senior Attorney	
Minimum Experience:	8 years
Minimum Education:	J.D.
Functional Requirements:	Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management counseling at a senior associate level. Supervisory responsibility for legal tasks and deliverables, principle liaison with staff and customer for task completion on legal tasks/ projects.

Conference Assistant	
Minimum Experience:	0 years
Minimum Education:	High School Diploma
Functional Requirements:	Assists with logistical arrangements.

Conference Manager	
Minimum Experience:	1 year
Minimum Education:	Bachelor's Degree
Functional Requirements:	Coordinates meeting logistical arrangements including site research and contract negotiation, development of meeting materials, coordination of registrations, daily interaction with meeting participants and clients, negotiations with vendors and onsite support.

Consultant	
Minimum Experience:	7 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Provides advice, assistance and guidance on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management assistance. Serves as the senior analyst. Responsible for providing high-level analytical support. Qualifications: Significant high-level analytical or acquisitions support.

Senior Consultant	
Minimum Experience:	10 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Provides advice, assistance and guidance on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management analysis. Supervisory responsibility for complex consulting projects, principle liaison with staff and customer for task completion on consulting projects.

Contract Administrator I	
Minimum Experience:	0 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Provides contract management assistance. Provides assistance on entry-level assignments, serves as a member of the team.

Contract Administrator II	
Minimum Experience:	5 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Provides contract management assistance. Provides assistance on mid-level assignments, serves as a member of the team.

Contracts Manager	
Minimum Experience:	5 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Organizes, directs and coordinates planning and production of all contract support activities. Manages cost, schedule and quality of multiple projects. Meets with management personnel and Federal client agency representatives. Manages client relationships for teams of consultants and professionals assigned to projects and client-customer program and operators work sites. Formulates, recommends and reviews strategic plans and deliverable items and ensures conformance with standards. Assigns, schedules, and reviews work of subordinate project managers and professional and support staff. Manages quality inspection and quality assurance activities and oversees project evaluation process.

Curriculum Development / Training Program Manager	
Minimum Experience:	5 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Organizes, directs, and coordinates planning and production of all training support activities. Manages cost, schedule, and quality of multiple projects. Meets with management personnel and federal client agency representatives. Manages client relationships for teams of consultants and professionals assigned to curriculum development/training program projects and client-customer and operators' work sites. Assigns, schedules, and reviews work or subordinate project managers and professional and support staff. Manages quality inspection and quality assurance activities and oversees project evaluation process.

Graphic Designer	
Minimum Experience:	0 years
Minimum Education:	High School Diploma
Functional Requirements:	Provides courseware graphics support to the team.

Instructional Designer	
Minimum Experience:	5 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Designs instructional material, curriculum design.

Law Clerk	
Minimum Experience:	0 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Provides legal research and assistance on acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management issues to attorneys.

Lead Customer Service Representative	
Minimum Experience:	2 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Coordinates and facilitates direct customer support.

Management Consultant I	
Minimum Experience:	5 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Advises, assists, guides and consults on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services. Serves as a member of the consulting team for preparing low-level analysis and consulting.

Management Consultant II	
Minimum Experience:	10 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Advises, assists, guides and consults on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services. Serves as a member of the consulting team for preparing high to mid-level analysis and consulting.

Paralegal	
Minimum Experience:	1 year
Minimum Education:	Bachelor's Degree /Paralegal Certificate
Functional Requirements:	Works with responsible attorney to perform research and file management.

Partner	
Minimum Experience:	15 years
Minimum Education:	J.D/MBA
Functional Requirements:	Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management counseling. Provides over-all program direction and strategy, oversees work in progress, interfaces with top-level government officials, and ensures successful completion of work in a timely manner.

Program Manager	
Minimum Experience:	5 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Organizes, directs and coordinates planning and production of all contract support activities. Manages cost, schedule and quality of multiple projects. Meets with management personnel and Federal client agency representatives. Manages client relationships for teams of consultants and professionals assigned to projects and client-customer program and operators work sites. Formulates, recommends and reviews strategic plans and deliverable items and ensures conformance with standards. Assigns, schedules and reviews work of subordinate project managers and professional and support staff. Manages quality inspection and quality assurance activities and oversees project evaluation process.

Researcher	
Minimum Experience:	0 years
Minimum Education:	High School Diploma
Functional Requirements:	Provides assistance on entry-level assignments to the training team, validates courseware citations for accuracy.

Senior Researcher	
Minimum Experience:	4 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Researches, drafts, and validates training material. Serves as a member of the training development team for cite checking and verification.

Subject Matter Expert I	
Minimum Experience:	3 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Researches, drafts, and validates training material when expertise is required at an associate junior-level. Serves as a member of the training development team.

Subject Matter Expert II	
Minimum Experience:	5 years
Minimum Education:	J.D. /MBA
Functional Requirements:	Researches, drafts, and validates legal training material. Serves as a member of the training development team.

Subject Matter Expert III	
Minimum Experience:	8 years
Minimum Education:	J.D.
Functional Requirements:	Researches, drafts, and validates training material when legal expertise is required. Supervisory responsibility for legal tasks and deliverables, principal liaison with staff and customer.

Trainer	
Minimum Experience:	4 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Demonstrated experience and ability to develop, plan, and provide training materials and end user training on a wide variety of subjects.

Senior Trainer	
Minimum Experience:	8 years
Minimum Education:	Bachelor's Degree
Functional Requirements:	Demonstrated experience and ability to develop, plan, and provide training materials and end user training on a wide variety of subjects.

SIN 874-4, Training Courses

Acquisition and Federal Contracting Courses

ANNUAL REVIEW / HOT ISSUES IN FEDERAL CONTRACTING

Description: One of our most popular courses. This seminar provides everything you need to know to stay current in the ever-changing field of government contracts. Use this course as a refresher on the developments in contracting over the past year. We will also highlight current pending legislation and things to watch for in the year to come. Through lectures and open discussion, you will gain a solid understanding of recent events and changes in the contracting world.

Course Topics: A one day seminar on the major developments in Federal Government Contracting for the current fiscal year and a look forward at the upcoming fiscal year. Annual Review course content is updated frequently to reflect present-day events and topics. Topics covered in prior years have included:

- Understanding the new T&M Contracting Rule
- Learn about the new SBA regulations on size determinations
- Strategic Sourcing – is your contract up for grabs?
- OCIs – be careful of who you hire; they may cost you business
- GSA Update – reorganizations, changes, how do they affect you?
- Current protest issues – winners and losers
- Procurement integrity and ethics compliance issues
- Government insourcing and contract implications
- Recovery Act – key terms and clauses

Length of class: One day

Suggested prerequisite: None

APPROPRIATIONS LAW

Description: A Two-day seminar that will immerse participants in the core topics of fiscal law that affect and involve the day-to-day operations of federal agencies, to include funding decisions connected with the award and modification of contracts and grants. Participants will receive a detailed course manual and copies of the accompanying presentations. Our instructors have extensive experience in practicing (i.e., advising federal agencies), teaching, and writing on fiscal law.

Course Topics

- Learn what the Anti-deficiency Acts are
- Understand what they prohibit, and their exceptions
- Recognize what they require, and what they permit
- Learn how and when they can be violated
- Understand the actions required when a violation is detected
- Realize proscriptive laws and violation scenarios on over obligations, advance obligations, and services violations
- Review case summaries of GAO decisions; and synopses of executive branch agencies' ADA violation reports
- Learn, in detail, the common scenarios of ADA violations
- Review the disagreement between the Comptroller General/GAO and Attorney General over some key aspects of the ADA

- Apprehend how some potential ADA violations can be averted after the Purpose Statute and Bona Fide
- Needs Rule have been violated
- Recognize the relationship of other fiscal concepts and principles that could affect the ADA, such as the augmenting, transferring, and reprogramming of appropriations

Length of class: Two days/ 16 CLPS

Suggested prerequisite: None

BEST VALUE SOURCE SELECTION FOR GOVERNMENT

Description: What does best value really mean? What makes a winner in best-value source selection? This course teaches you the critical steps of this source selection process. Learn how federal agencies buy goods and services. Understand the regulatory underpinnings of the competitive process. You will gain a complete understanding of the entire best-value source selection process from acquisition strategy, through best-value tradeoffs, to debriefings and protests.

Course Topics

- The background and regulatory direction, including the Competition in Contracting Act and OFPP policy
- Best-value planning
- Technical evaluation plans
- Evaluation factors and scoring sheets
- Instructions to offerors
- Technical proposal tradeoffs and risks
- Cost-technical tradeoff analysis
- Award and postaward

Length of class: Two Days/16 CLPs

BEYOND BASICS - ADVANCED ISSUES IN CONTRACT ADMINISTRATION

Description: Go beyond the basics. This course focuses on solving the most complex issues in federal contracting, including contract administration issues, changes, subcontracting, price adjustments, procurement integrity, and managing difficult situations. Learn how to solve complex contract administration issues, understand key contract terms, negotiate with subcontractors and vendors, make best value determinations, abide by the new procurement rules and regulations, and understand EVM. Enhance your skills with our hands-on workshop.

Course Topics

- Acquisitions Planning (FAR Part 7)
- Negotiated procurements, cost technical trade-off and award documentation under FAR Part 15
- Practical procedures to ensure compliance with DoD/GSA "Get it Right" program goals (Scope of work issues and competition)
- Competition requirements under multiple award contracts and federal supply schedule contracts
- Procurement integrity and OCIs
- Techniques to establish fair and reasonable price
- Performance based (PB) contracts
 - PB terminology
 - Monetary versus non-monetary incentives
 - Government PB statements of work
 - Statements of objectives

- Earned value management (EVM)
- Subcontractor flow-down clauses
- Contract interpretation issues
- Claims, resolution and use of alternative dispute resolution

Approved for 11 CLE Credits by the Virginia Bar Association.

Length of class: Two days

Suggested prerequisite: Federal Contracting Basics

BOOT CAMP™ FOR GSA AND VA CONTRACTING (GOVERNMENT AGENCY VERSION)

Description: Boot Camp for GSA and VA Contracting for Government addresses the award, negotiation and administration of MAS/Federal Supply Schedules by VA acquisition professionals. Students will learn the underlying regulations, statutes, purpose and background of the FSS program, including agency specific requirements. All phases of putting the schedule in place will be explored – including modifications and audit issues. Interactive exercises and workshops will emphasize best practices. Actual solicitations will be used to illustrate commonly referenced laws, regulations and scenarios.

Course Topics

- Overview of the GSA and VA Schedule programs
- Regulations governing MAS contracting
- The proposal process
- Negotiating GSA Schedules
- Basis-of-award issues
 - Fair and reasonable pricing
 - Price negotiations
 - Negotiating terms and conditions
- The ordering process
- Contract administration
- E-mod/E-offer and SIP
- Performance issues
- Myriad uses of Schedules, BPAs, teaming arrangements, and more
- Audits and investigations
- Recap of recent changes/preview of upcoming changes

Length of class: Three days/24 CLPs

Suggested prerequisite: None

COTR / COR CONTRACTING BASICS

Description: This course provides non-contracting personnel with the skills necessary to manage complex contracts and maximize return on their contract dollars. Understand the federal acquisition process, roles and responsibilities and limits of authority, and the contract administration tools that will help you to avoid disputes and claims. Obtain the knowledge and skills necessary to execute your critical responsibilities as a Contracting Officer's Representative (COR), Contracting Officer's Technical Representative (COTR), Technical Officer (TO), and Project Officer (PO).

Course Topics

- The federal acquisition process
- Roles and responsibilities and limits of authority
- Contract administration tools

Length of class: One day

Suggested prerequisite: None

COTR / COR REFRESHER COURSE

Description: Update your knowledge to keep pace with new regulations, rules, and directives. This course is for the experienced Contracting Officer's Representative (COR), Contracting Officer's Technical Representative (COTR), Technical Officer (TO), and Project Officer (PO).

Course Topics

Topics are constantly updated to cover subjects such as:

- Ethics
- Organizational conflicts of interest
- Earned value management

Length of class: One day

Suggested prerequisite: None

FAR "LESS COMPLICATED" FOR GOVERNMENT

Description: This course provides government acquisition professionals with a solid understanding of the Federal Acquisition Regulations, and agency supplements that govern contract formulation, award, and management. A close and detailed working knowledge of the FAR is a mandatory skill that improves the professionals ability to negotiate solid contracts, handle compliance issues, avoid protests, streamline administration and close out, and achieve agency missions. The instructor will demonstrate how to access, search and update the FAR and work with real-life case studies and examples to help attendees apply their knowledge to their everyday work environment.

Course Topics

- Understanding the federal regulation system and history
- Tour and analyze individual parts/sections of the FAR, including policy, clauses, and forms
- Ethics and procurement integrity
- Acquisition planning and competition
- Contracting methods and procedures
- Federal Supply Schedule contracting
- Types of contracts
- Subcontracting
- Financial requirements and the Truth in Negotiations Act (TINA)

- Socioeconomic and small business requirements
- Intellectual property and use of government property
- Modifications, changes, and equitable adjustments
- Terminations
- Protests and disputes
- Current developments

Length of class: Two days/16 CLPs

FEDERAL CONTRACTING BASICS FOR GOVERNMENT

Description: Gain an in-depth understanding of the legal framework and core principles governing federal procurements, from the issuance of the solicitation to contract close out. This course is specifically tailored for procurement professionals who desire both a strong overview of federal contracts, including GSA Schedules, as well as a current and in-depth understanding of the legal issues associated with government contracts. You will also gain the important ability to recognize and respond to the full range of issues that typically arise in federal contracting. You will learn how to effectively respond to everyday problems; identify unique differences between federal government contracting and commercial contracting; comply with the legal and regulatory framework governing federal contracts; abide by unique government obligations; keep pace with the latest issues in procurement reform; respond to compliance and ethics issues, and manage the procurement process – from initiating or responding to requests for proposals to contract.

Course Topics

- Basic legal principles governing federal contracting
- The procurement planning process
- Traditional government contract formation principles
- The commercial contract revolution –GSA schedules, MACs, IDIQs, and GWACs
- Contracts
- The contract award process
- Types of contracts
- Government unique business and accounting issues
- Socioeconomic programs
- Contract administration issues
- Terminations
- Dispute resolution processes
- Approved for 11 CLE Credits by the Virginia Bar Association

Length of class: Two days 24 CLPs

Suggested prerequisite: None

FUNDAMENTALS OF INTERAGENCY CONTRACTING

Description: Interagency contracting can create savings in time and money for government agencies. It is one of the fastest growing areas of government acquisitions, allowing for streamlined ordering procedures and increased purchasing volume. For industry, it births must-play contracts utilized government-wide for supplies and services, and raises unique compliance and sales issues.

This course covers the legal underpinnings on interagency contracting, delves into contracts themselves, and updates attendees on the latest in the field. Participants will leave with a thorough understanding of when and how to use these contracts to maximum benefit.

Course Topics

- Governmentwide Acquisition Contracts, Multi-Agency Contracts, and interagency assisting entities
- Critical differences between types of interagency contracts
- Determination and finding requirements
- The Economy Act, Clinger-Cohen Act, and Government Management Reform Act
- Socioeconomic factors and interagency contracting

Length of class: Online – 1.5 Hours/1.5 CLPs

FUNDAMENTALS OF BLANKET PURCHASE AGREEMENTS

Description: Blanket Purchase Agreements (BPAs), when properly executed, simplify the buying process for both buyers and vendors. This session explores the sales and contract management issues associated with BPAs from the perspective of both agency officials who place orders and vendors who sell them. You will get an update on regulatory changes affecting BPAs, including recent revisions to competition requirements.

Length of class: Online – 1.5 Hours/1.5 CLPs

GOVERNMENT CONTRACT LAW FOR GOVERNMENT

Description: This course will teach you the critical legal requirements that must be managed and fulfilled under federal contracts, with special focus on the source selection and contract administration process.

Course Topics

- Legal fundamentals of federal contracting
- Legal issues in the procurement planning process
- Legal issues in the source selection process
- How to negate potential bid protests
- Effective contract administration to minimize contract disputes
- Legal requirements in the area of contract costs and pricing
- Legal requirements for accomplishing contract terminations
- The claims & disputes process

Length of class: Two days/ 16 CLPs

Suggested prerequisite: None

INTELLECTUAL PROPERTY RIGHTS UNDER FEDERAL CONTRACTS AND GRANTS

Description: Interpret and understand the complex rules and regulations governing intellectual property under Federal Contracts and Grants. When the federal government is involved, numerous complex laws, regulations and policy considerations arise. This course provides an in-depth understanding of the issues impacting IP under federal contracts, grants, and cooperative agreements. Learn about the legal issues affecting inventions, trade secrets, copyrights, proprietary data, and computer software. Gain practical skills to draft solid agreements. You will learn how to recognize patent, technical data, and software licensing issues; negotiate key clauses in software licensing agreements; implement strategies for acquiring or maintaining intellectual rights under federal transactions; effectively negotiate Intellectual Property agreements; and navigate the FAR and DFAR data rights clauses.

Course Topics

- Legal basics of patents, copyrights, trade secrets and software licensing
- Federal policies affecting IP development under federally funded arrangements
- Contractor and government rights under traditional government contracts, grants, and GSA schedules
- Procurement and protection of computer software
- Funding issues affecting ownership of intellectual property
- Protection of technical data during proposal preparation and submission
- Protection of intellectual property during contract performance
- Intellectual property issues under non-traditional agreements
- Recent court cases interpreting patents, trade secrets, technical data, and software rights

Length of class: Two days

Suggested prerequisite: None

NEGOTIATION STRATEGIES AND TECHNIQUES FOR GOVERNMENT

Description: Government contracting professionals are presented with negotiation opportunities almost on a daily basis. From working groups to outline contract requirements, to negotiating pricing, changes, terms and conditions, most phases of the acquisition cycle can benefit from the input of skilled negotiators. These skills translate to personal and professional development situations as well. Learn the strategies and techniques necessary to be successful by breaking the negotiation process into three components: the plan, the negotiation, and the closing. Learn to design the strategic negotiation plan. Learn the techniques for implementing that plan. Learn the techniques for closing the deal. Gain the knowledge and the fortitude necessary to be a successful negotiator.

Based on our commercial Negotiations Strategies and Techniques curriculum, this course is taught from the perspective of a government professional.

Course Topics

- Introduction
 - Why Negotiate?
 - Traits of Effective Negotiators
 - FAR Clauses Governing Negotiation
 - Key Steps in Negotiation
- Planning for Negotiation
 - Selecting the Negotiation Team
 - Preparing for Negotiation

- Negotiation Styles, Strategies and Outcomes
 - Interest-based Negotiation vs. Position-based Negotiation
 - IBN Practice Exercise
 - Zone of Potential Agreement
 - Concessions (Trade-offs)
 - Outcomes
- Conducting the Negotiation

Length of class: Three days/24 CLPs

ORGANIZATIONAL CONFLICTS OF INTEREST ETHICS AND GRATUITIES

Description: In order to maintain the public's confidence in federal procurements, both government and industry must adhere to exemplary standards of conduct. Learn what constitutes organizational conflicts of interest and how to avoid or mitigate them. Understand the codes of conduct federal employees must follow. Learn how to address and respond to everyday ethical procurement integrity issues within your organization. You will learn how to draft an OCI mitigation plan; navigate the complicated rules on conflicts of interest; understand the restrictions and exceptions on gratuities; identify Contracting Officer responsibilities and standards of conduct; review or draft a mitigation plan; and abide by the rules on contingent fees.

Course Topics

- Organizational Conflicts of Interest
 - Preparing specifications or work statements
 - Access to proprietary information
 - Unfair competitive advantage
 - Systems engineering contracts
 - Solicitation provisions, waivers and mitigation plans
 - Contracting Officer/COTR responsibilities
- Conduct of current employees
 - Ethics in Government Act
 - Procurement integrity restrictions
- Gratuities
 - General restrictions
 - Types of gratuities
 - Exceptions
- Post-employment restrictions on federal employees
 - General restrictions
 - Types of conduct prohibited
- Anti-Kickback Act
- Prohibition against contingent fees

Length of class: One day

Suggested prerequisite: None

SERVICE CONTRACT LABOR STANDARDS ACT - FOR GOVERNMENT (Formerly the Service Contract Act)

Description: The Service Contract Labor Standards (SCLS) formally known as the Service Contract Act (SCA) is one of the most challenging acts in federal contracting. The SCLS covers the award and administration of covered contracts. Attendees are provided a course manual with a detailed comprehensive text that covers more than the regulations, board and court decisions and the latest compliance issues from the Department of Labor. You will learn how to do price adjustments, handle conformance requests and SCLS contract management issues in our interactive workshops.

Course Topics

- Overview of the Service Contract Labor Standards (SCLS)
 - Purpose and scope
 - Definitions
 - Roles and responsibilities
 - Exemptions
 - Enforcement
- Solicitation and Award Issues
 - Solicitations and Wage Determinations
 - Solicitation with Collective Bargaining Agreements
 - Multiple Location Issues
 - Award without required wage determination
 - Notification of improper wage determination before award
- Wage Determinations
 - Place of performance issues
 - Procedures for obtaining wage determinations
 - Prevailing wage determinations
 - Revisions to prevailing wages
 - Incorrect wage determinations
 - Missing wage determinations
 - Delays in issuing after bid opening or commencement of work
 - Conformance procedures and requests
- Wage determinations based on Collective Bargaining Agreements (CBAs)
 - Coverage
 - Section 4 (c) successorship with incumbent contractor
- Basic Wage and Fringe Benefits Rules
 - Vacations – vesting, continuous service requirement
 - Holidays – applicability, duty to provide
 - Health and welfare – methods for determining, cash payments, bona fide plans, contractor methods for determining H&W benefits
 - Special Issues on Vesting
 - Cash payments versus bona fide benefits and combinations of cash and bona fide benefit plans
 - Unique issues of successors
 - Part-time employees and SCA benefits
 - Benefits covered by non-SCA Labor Laws
- Overtime payments
- Related Laws
 - Fair Labor Standards Act
 - Davis-Bacon Act
 - Contract Work Hours and Safety Standards Act
 - Walsh-Healey Public Contracts Act

- Multi Year Contracts
 - Option years
 - Computing Adjustments
- Enforcement
 - DOL Investigations
 - Audits
 - Recordkeeping
 - Consequences for Violation
 - Payment Withholding
 - Dispute Resolution Procedures
 - Debarment
- The Ten Things You Need to Know About Managing SCA Covered Contracts

Length of class: Three days/ 24 CLPs

Suggested prerequisite: None

SUBCONTRACTING ISSUES: FROM BOTH THE PRIME AND THE SUBCONTRACTOR'S PERSPECTIVE

Description: Gain the skills necessary to understand every key issue in subcontracting today. This course covers the complex relationships between the federal government, prime contractors and subcontractors. This course is a must for negotiating subcontractors and managing subcontracts whether you are a buyer, seller or government official. After completing this course you will understand contract flow-down clauses, consent clauses, make or buy plans, privity, sponsorship, and subcontracting plans. You will learn how to negotiate subcontract flow-down clauses both as a prime and as a subcontractor; navigate through intellectual property issues; manage subcontractor claims and disputes; tailor terms and conditions for specific needs; and manage subcontractors.

Course Topics

- Overview of subcontracting issues
- Make or buy programs
- Contractor's purchasing review
- Mandatory flow down clauses
- Negotiating subcontracts—specific clauses
- Subcontracting plan requirements
- Consent to subcontract and subcontracting competition clauses
- Cost and pricing
- Payment
- Organizational Conflicts of Interest, Buy America Act, and labor laws
- Terminations, claims, and protests
- Current hot topics in subcontracting

Length of class: One day

Suggested prerequisite: None

TASK / DELIVERY ORDER CONTRACTING FOR GOVERNMENT

Description: Agencies are being hit with the popularity of Task Order/Delivery Order contracts, whether they are Federal Supply Schedules (FSS), Government-Wide Acquisition Contracts (GWAC), Multiple Award Contracts (MAC), Blanket Purchase Agreements (BPA), or Multi-Agency Contracts. Procurement shops are asking: "When should I use this type of contract?" and "If it is my best approach, how do I use this type of contract?" This course was designed to assist the government agency in making the correct decision on usage and implementing that decision.

Course Topics

- Why use IDIQ contracts?
- Justification and documentation best practices
- Basic requirements
- Socioeconomic requirements
- How to award contracts and orders
- Administration after award
- Best value vs. low-price technically acceptable awards
- Competition at the order level (CICA, "Fair Opportunity")
- Debriefings and Protests
- Recent FAR changes and legal decisions

Length of class: Two days/16 CLPs

7 STEPS TO AVOID BID PROTESTS FOR GOVERNMENT

Description: Bid protests are rising rapidly in the federal contracts arena, as are the number of protests being sustained by GAO and the Court of Federal Claims. Both of these trends have enormously negative consequences for federal agencies. Participants in this course will learn what factors are fueling the rise in both filed protests and sustained protests, what types of procurement actions have heightened potential for protests, and effective techniques for minimizing protests and prevailing on protests. This course is an absolute "must" for procurement officials, source selection individuals, agency counsel, and program executives in the current market climate.

Centre's course 7 Steps to Avoid Bid Protests provides government contracting professionals key insight into why contractors file protests, how to mitigate protest risk, and how to win protests filed, taught by licensed attorneys who have represented industry clients large and small.

Course Topics

- Why avoidance is the best strategy
- What are protests, why do they occur, and what is their impact?
- Key principles for protest avoidance/success
- Pre-Award and Post-Award protests
- Protest Venues
 - Agency level
 - GAO
 - Court of Federal Claims
- What happens when a protest is filed?
- Who is involved?
- 7 Steps to Avoid Bid Protests

Length of class: One Day/8 CLPs

Leadership, HR, and Change Management Courses

CHANGE MANAGEMENT

Description: Leaders and managers today need to deal with changing industries and a changing workforce. Change management techniques must equip them with good listening skills, empathy, and a desire to maximize the benefits of change while minimizing stress.

Course Topics

- Overview of typical change reactions
- Strategies to energize employees and make them productive through turbulent times

Length of class: One day

Suggested prerequisite: Basic knowledge of workflow and supervisory responsibility

COACHING SKILLS TO IMPROVE EMPLOYEE PERFORMANCE

Description: Coaching is a crucial skill for all supervisors. Coaches serve as guides, sounding boards, and accountability for their charges. Employees today see the value of coaching in attaining goals through performance management programs.

Course Topics

- Coaching techniques
- Styles
- Interventions
- Practical exercise designed to build these crucial skills

Length of class: One day

Suggested prerequisite: Basic knowledge of workflow and supervisory responsibility

CONFLICT MANAGEMENT

Description: Conflict is a prevalent problem for nearly all supervisors and managers. Studies show that dealing with conflict can consume up to 20% of a manager's time each day. This course provides tools and techniques that serve to enhance the positive aspects of conflict (creativity, self-awareness) while minimizing the negative (divisiveness, anger, apathy.) Through the use of assessments and skills practice, participants will develop new skills to help them deal with the challenges of conflict management.

Course Topics

- Conflict styles
- Conflict options
- Conflict resolution strategies
- Practical exercise designed to build these crucial skills

Length of class: Two days

Suggested prerequisite: Introduction to Supervision

INTRODUCTION TO SUPERVISION

Description: Learn strategies on supervising employees, the top 5 problems to avoid, the basics of coaching and team-building, and communication skills.

Course Topics

- Understand active listening
- Conduct an effective evaluation and motivate your employees
- Develop your leadership style
- Identify the characteristics of good leaders
- Understand how to delegate work and manage a diverse workplace

Course includes workshops in conducting evaluations and motivating non-performers.

Length of class: Three days

Suggested prerequisite: Basic knowledge of workflow and supervisory responsibility

LEADERSHIP AND MANAGEMENT SKILLS FOR SUPERVISORS

Description: This interactive course will help you manage contracts and risk more effectively. Identify your leadership style and how to use it productively. Learn how to maximize team performance, navigate the legal processes and other techniques to facilitate contracting success. Learn how to integrate your leadership style with quality project management practices.

Course Topics

- Creating goals and vision
- Managing the stages of contracting
- Ethics in contracting
- Risk and change management
- Contract administration
- Roles in contracting
- Motivating your team

Length of class: Two days

Suggested prerequisite: Introduction to Supervision

LEADERSHIP AND MANAGEMENT SKILLS FOR NON-SUPERVISORS

Description: Employees in non-supervisory roles are expected to learn and display good leadership and management techniques and traits. This is an ideal class for employees who are being groomed for management and supervisory positions.

Course Topics

- Basic management tools
- Flowcharting
- Brainstorming
- Nominal Group Technique
- Motivational theory
- Organizational behavior
- Fundamental leadership principles

Length of class: Two days

Suggested prerequisite: None

LEADERSHIP IN A TIME OF CHANGE

Description: Leaders and managers today need to deal with changing industries and a changing workforce. True leadership comes from those who can be and identify change agents. Change management techniques must equip them with good listening skills, empathy, and a desire to maximize the benefits of change while minimizing the stress.

Course Topics

- Overview of typical change reactions
- Strategies to energize employees and make them productive through turbulent times
- Leadership competencies centered around change effectiveness

Length of class: One day

Suggested prerequisite: Introduction to Supervision

RESOLVING CONFLICT

Description: Conflict is a prevalent problem for nearly all supervisors and managers. Studies show that dealing with conflict can consume up to 20% of a manager's time each day. This course provides tools and techniques that serve to enhance the positive aspects of conflict (creativity, self-awareness) while minimizing the negative (divisiveness, anger, apathy.) Through the use of assessments and skills practice, participants will develop new skills to help them deal with the challenges of conflict management.

Course Topics

- Conflict styles
- Conflict options
- Conflict resolution strategies
- Practical exercise designed to build these crucial skills

Length of class: Two days

Suggested prerequisite: Introduction to Supervision

- Negotiation Tasks
- Order of Preference
- Psychology of Negotiation
 - Perceptions, Emotions and Communication Styles
 - Impact of Negotiator Styles
 - How Time Pressure Affects Outcomes
- Mock Negotiation
- Communication: Verbal, Non-Verbal and Physical
 - Effective Communication Skills
 - Active Listening
- Price Negotiation
 - Government Policy on Price Negotiation
 - Cost Risk
 - Cost Elements by Contract Type
 - Price Negotiation Memorandum
 - Sample Format

Length of class: Two days/16 CLPs

Suggested prerequisite: Introduction to Supervision

SIN 874-8, Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification (FAC) Training for Acquisition Workforce Personnel

CON Courses for DAWIA and FAC Certification

CON 100, SHAPING SMART BUSINESS ARRANGEMENTS

Description: Personnel new to the Contracting career field will gain a broad understanding of the environment in which they will serve. Students will develop professional skills for making business decisions and for advising acquisition team members in successfully meeting customers' needs. Before beginning their study of technical knowledge and contracting procedures, students will learn about the various Department of Defense (DoD) mission areas and the types of business arrangements and procurement alternatives commonly used to support each area. Information systems, knowledge management, as well as recent DoD acquisition initiatives will be also be introduced in the course. Additionally, interactive exercises will prepare you for contracting support within the DoD. We will also address the overarching business relationships of government and industry, and the role of politics and customer relationships.

Target Attendees: New entrants to the contracting workforce.

Prerequisites: None

Course Length: 5 days

CEUs: 1.6

CLPs: 16

CON 120, MISSION-FOCUSED CONTRACTING

Description: Mission-Focused Contracting is the capstone course for Level I Contracting professionals. This course engages the participant in the entire acquisition process, from meeting with the customer to completing the contract closeout process. Participants will have an opportunity to learn and apply leadership, problem-solving, and negotiation skills. Using an integrated case study approach, participants will apply the knowledge and skills gained in previous Level I contracting courses governing supply and service acquisitions.

Target Attendees: This course is designed for personnel new to the contracting workforce or non-contracting personnel who play a role in the acquisition process.

Prerequisites: CON 112, Mission-Performance Assessment

Course Length: 10 class days

CEUs: 8.8

CLPs: 88

Note: A pre-class assignment is required for this course. Average completion time is 16 hrs. Students will receive assignment notification approximately 45 days before class start.

CON 215, INTERMEDIATE CONTRACTING FOR MISSION SUPPORT

Description: In this application-based course, participants will apply the knowledge and skills learned in CON 214 and the Level I Contracting courses as they work in teams to complete an extensive, realistic, federal contract case study. Course participants demonstrate their ability to develop and execute business strategies to meet customer requirements. CON 215 helps foster the development of critical thinking skills through activities including: customer needs analysis, strategic sourcing, procurement strategy development, and source selection execution.

Target Attendees: This course is for intermediate-level contracting personnel who are Level I certified in Contracting and have 2 years of contracting experience.

Prerequisites: CON 214, Business Decisions for Contracting

Course Length: 8 class days preceded by a 2-week online classroom requirement

CEUs: 6.3

CLPs: 63

CON 280, SOURCE SELECTION AND ADMINISTRATION OF SERVICE CONTRACTS

Description: This course builds on the foundation established through the Level I curriculum and the course prerequisites. The primary focus is on the acquisition of services under FAR Part 15 procedures, with an emphasis on performance-based acquisitions (PBA) for services, contract types, contract incentives, source selection, and contract administration. Students will learn the fundamentals of a performance based service acquisition -- from acquisition planning to contract closeout through a realistic case study. The course takes students through the solicitation process using the mandatory DoD Source Selection Procedures. Students will prepare contractual documents, and develop and deliver high-level source selection briefings with recommendations for contract award.

Target Attendees: This course is designed for Level I certified contracting personnel with at least 2 years of contracting experience in the Contracting Career Field (Civilian OCC Series 1102) seeking Level II certification.

Prerequisites: ACQ 101, Fundamentals of Systems Acquisition Management, CLC 051, Managing Government Property in the Possession of Contractors, CLC 056, Analyzing Contract Costs, CLC 057, Performance Based Payments and Value of Cash Flow, CON 200, Business Decisions for Contracting, CON 216, Legal Considerations in Contracting, CON 270, Intermediate Cost and Price Analysis, HBS 428, Negotiating.

Course Length: 10 class days

CEUs: 9.7

CLPs: 97

CON 290, CONTRACT ADMINISTRATION AND NEGOTIATION TECHNIQUES IN A SUPPLY ENVIRONMENT

Description: In this case-based course, students apply Contracting concepts and techniques learned in prerequisite courses to meet customer supply requirements and resolve complex Contracting issues. Special emphasis is placed on applying legal concepts from CON 216, intermediate pricing concepts from CON 270, and negotiation techniques from HBS 428. Students experience the full spectrum of Contracting processes and issues by following a supply requirement through all phases of the acquisition life cycle, from acquisition planning through contract close-out. Research, analysis, and communication skills are honed through development and presentation of a critical thinking project requiring in-depth focus on one area of Contracting. Negotiation skills are sharpened through active student participation in two simulated contract negotiations.

Target Attendees: Intermediate-level contracting personnel who are Level I certified in Contracting and have a minimum of 2 years of contracting experience.

Prerequisites: ACQ 101, Fundamentals of Systems Acquisition Management, CLC 051, Managing Government Property in the Possession of Contractors, CLC 056, Analyzing Contract Costs, CLC 057, Performance Based Payments and Value of Cash Flow, CON 200, Business Decisions for Contracting, CON 216, Legal Considerations in Contracting, CON 270, Intermediate Cost and Price Analysis, HBS 428, Negotiating.

Course Length: 10 class days

CEUs: 9.6

CLPs: 96

ACQ Courses for DAWIA and FAC Certification

ACQ 370, ACQUISITION LAW

Description: DoD policy now mandates that the acquisition process be conducted through integrated product teams. The employment of integrated product teams in the acquisition process has resulted in the involvement of many non-contracting government personnel. ACQ 370 provides an overview of government contract law, specifically laws and regulations that are applicable to government contracts.

Target Attendees: This course is for Level II-certified personnel in any career field.

Prerequisites: None.

Course Length: 5 class days

CEUs: 2.9

CLPs: 29

COTR Training for COTR Certification

COR 222, CONTRACTING OFFICER'S REPRESENTATIVE COURSE

Description: This course is specifically designed for Contracting Officer's Representatives (CORs) who are responsible for assuring that contractors perform in accordance with the terms and conditions of the contract. COR 222 will provide CORs the breadth of knowledge required to perform their role, including knowledge related to COR roles and responsibilities, as well as fundamentals of contracting regulations, types, phases, and other elements; awareness of ethical and legal factors that impact COR responsibilities; and information necessary to effectively evaluate situations, apply knowledge gained, and make correct decisions to carry out COR responsibilities.

Target Attendees: This course is designed for anyone currently serving as or training to become a Contracting Officer's Representative.

Prerequisites: None.

Course Length: 4 class days

CEUs: 3.2

CLPs: 32

COTR / COR CONTRACTING BASICS (Listed in SIN 874-4)

Description: This course provides non-contracting personnel with the skills necessary to manage complex contracts and maximize return on their contract dollars. Understand the federal acquisition process, roles and responsibilities and limits of authority, and the contract administration tools that will help you to avoid disputes and claims. Obtain the knowledge and skills necessary to execute your critical responsibilities as a Contracting Officer's Representative (COR), Contracting Officer's Technical Representative (COTR), Technical Officer (TO), and Project Officer (PO).

Course Topics

- The federal acquisition process
- Roles and responsibilities and limits of authority
- Contract administration tools

Length of class: One day

Suggested prerequisite: None

COTR / COR REFRESHER COURSE (Listed in SIN 874-4)

Description: Update your knowledge to keep pace with new regulations, rules, and directives. This course is for the experienced Contracting Officer's Representative (COR), Contracting Officer's Technical Representative (COTR), Technical Officer (TO), and Project Officer (PO).

Course Topics

Topics are constantly updated to cover subjects such as:

- Ethics
- Organizational conflicts of interest
- Earned value management

Length of class: One day

Suggested prerequisite: None

Professional Services Hourly Rates

SINs	Labor Category	11/9/15 - 11/8/16 Year 11	11/9/16 - 11/8/17 Year 12	11/9/17 - 11/8/18 Year 13	11/9/18 - 11/8/19 Year 14	11/9/19 - 11/8/20 Year 15
874-1, -4, -6, -7	Junior Administrative Assistant	\$46.45	\$47.38	\$48.33	\$49.29	\$50.28
874-1, -7	Administrative Assistant	\$48.51	\$49.48	\$50.47	\$51.48	\$52.51
874-1, -4, -6, -7	Senior Administrative Assistant	\$72.26	\$73.70	\$75.18	\$76.68	\$78.21
874-4	Senior Administrative Coordinator	\$86.67	\$88.40	\$90.17	\$91.97	\$93.81
874-1, -6, -7	Associate Attorney I	\$144.51	\$147.40	\$150.35	\$153.36	\$156.43
874-1, -6, -7	Associate Attorney II	\$168.26	\$171.62	\$175.06	\$178.56	\$182.13
874-1, -6, -7	Associate Attorney III	\$226.06	\$230.58	\$235.20	\$239.90	\$244.70
874-1, -6, -7	Senior Attorney	\$274.57	\$280.07	\$285.67	\$291.38	\$297.21
874-1, -4, -7	Conference Assistant	\$52.81	\$53.86	\$54.94	\$56.04	\$57.16
874-1	Conference Manager	\$72.26	\$73.70	\$75.18	\$76.68	\$78.21
874-1, -6, -7	Consultant	\$191.99	\$195.83	\$199.75	\$203.75	\$207.82
874-1, -6, -7	Senior Consultant	\$240.52	\$245.33	\$250.23	\$255.24	\$260.34
874-1, -6, -7	Contract Administrator I	\$101.16	\$103.19	\$105.25	\$107.36	\$109.50
874-1, -6, -7	Contract Administrator II	\$130.06	\$132.66	\$135.31	\$138.02	\$140.78
874-6	Contracts Manager	\$168.26	\$171.62	\$175.06	\$178.56	\$182.13
874-1, -4, -7	Curriculum Development / Training Program Manager	\$198.00	\$201.96	\$206.00	\$210.12	\$214.32
874-4	Graphic Designer	\$107.06	\$109.20	\$111.38	\$113.61	\$115.88
874-4	Instructional Designer	\$81.57	\$83.20	\$84.86	\$86.56	\$88.29
874-1, -6	Law Clerk	\$81.55	\$83.18	\$84.84	\$86.54	\$88.27
874-4	Lead Customer Service	\$71.37	\$72.80	\$74.25	\$75.74	\$77.25
874-7	Management Consultant I	\$144.51	\$147.40	\$150.35	\$153.36	\$156.43
874-7	Management Consultant II	\$168.26	\$171.62	\$175.06	\$178.56	\$182.13
874-1, -6, -7	Paralegal	\$91.87	\$93.71	\$95.58	\$97.49	\$99.44
874-1, -6, -7	Partner	\$312.77	\$319.03	\$325.41	\$331.92	\$338.56
874-1	Program Manager	\$168.26	\$171.62	\$175.06	\$178.56	\$182.13
874-4	Researcher	\$68.31	\$69.68	\$71.07	\$72.49	\$73.94
874-4	Senior Researcher	\$154.00	\$157.08	\$160.22	\$163.43	\$166.69
874-1, -4	Subject Matter Expert I	\$178.43	\$182.00	\$185.64	\$189.35	\$193.14
874-1, -7	Subject Matter Expert II	\$220.00	\$224.40	\$228.89	\$233.47	\$238.14
874-1, -4, -7	Subject Matter Expert III	\$294.19	\$300.07	\$306.07	\$312.20	\$318.44
874-1, -4, -7	Trainer	\$149.67	\$152.67	\$155.72	\$158.84	\$162.01
874-1, -4, -7	Senior Trainer	\$190.96	\$194.78	\$198.68	\$202.65	\$206.71

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant	01280 – Receptionist	05-2103
Conference Assistant	01311 – Secretary I	05-2103
Graphic Designer	15080 – Graphic Artist	05-2103
Junior Administrative Assistant	01111 – General Clerk I	05-2103
Paralegal	30361 – Paralegal I	05-2103
Researcher	30361 – Paralegal I	05-2103
Senior Administrative Assistant	01312 – Secretary II	05-2103
Senior Administrative Coordinator	01312 – Secretary II	05-2103

Training Courses, Centre Site

Course Title	Course Length	GSA Price Per Attendee
Acquisition and Federal Contracting Courses		
Annual Review / Hot Issues in Federal Contracting	1 day	\$617.50
Beyond Basics - Advanced Issues in Contract Administration	2 days	\$1,040.25
COTR / COR Contracting Basics	1 day	\$617.50
COTR / COR Refresher Course	1 day	\$617.50
Fundamentals of Interagency Contracting (Online)	1.5 hrs	\$166.25
Fundamentals of Blanket Purchase Agreements (Online)	1.5 hrs	\$166.25
Intellectual Property Rights Under Federal Contracts and Grants	2 days	\$1,040.25
Organizational Conflicts of Interest Ethics and Gratuities	1 day	\$617.50
Subcontracting Issues; From Both the Prime and the Subcontractor's Perspective	1 day	\$617.50
Leadership, HR, and Change Management Courses		
Change Management	1 day	\$617.50
Coaching Skills to Improve Employee	1 day	\$617.50
Conflict Management	2 days	\$1,040.25
Introduction to Supervision	3 days	\$1,463.00
Leadership and Management Skills for Supervisors	2 days	\$1,040.25
Leadership and Management Skills for Non-Supervisors	2 days	\$1,040.25
Leadership in a Time of Change	1 day	\$617.50

Training Courses, Government Site

Course Title	Course Length	Continuing Learning Points (CLPS)	Min/Max # Students	GSA Base Course Price (15 students)	GSA Price per additional student >15	GSA Base Course Price (15-20 students)	GSA Price per Additional Students >20
Acquisition and Federal Contracting Courses							
7 Steps to Avoid Bid Protests for Government.	1 day	8	15/30	n/a	n/a	\$5,032.75	\$125.94
Annual Review / Hot Issues in Federal Contracting	1 day		15/30	\$6,141.75	\$244.15	n/a	n/a
Appropriations Law	2 days	16	15/30	n/a	n/a	\$7,200.00	\$120.00
Best Value Source Selection for Government	2 days	16	15/30	n/a	n/a	\$7,242.32	\$166.25
Beyond Basics - Advanced Issues in Contract Administration	2 days		15/30	\$8,592.75	\$279.30	n/a	n/a
Boot Camp™ for GSA and VA Contracting for Government	3 days	24	15/30	n/a	n/a	\$10,176.32	\$186.40
COTR / COR Contracting Basics	5 days		15/30	\$14,695.50	\$335.00	n/a	n/a
COTR / COR Refresher Course	1 day		15/30	\$6,141.75	\$244.15	n/a	n/a
FAR "Less Complicated" for Government	2 days	16	15/30	n/a	n/a	\$7,242.32	\$166.25
Federal Contracting Basics for Government	2 days	16	15/30	n/a	n/a	\$7,242.32	\$166.25
Government Contract Law for Government	2 days	16	15/30	n/a	n/a	\$7,242.32	\$166.25
Intellectual Property Rights Under Federal Contracts and	2 days		15/30	\$8,592.75	\$279.30	n/a	n/a
Negotiation Strategies and Techniques for Government.	3 days	24	15/30	n/a	n/a	\$10,176.32	\$186.40
Organizational Conflicts of Interest Ethics and Gratuities	1 day		15/30	\$6,141.75	\$244.15	n/a	n/a
Service Contract Labor Standards (formerly the Service Contract Act)	3 days	24	15/30	n/a	n/a	\$10,625.00	\$118.05
Subcontracting Issues; From Both the Prime and the Subcontractor's Perspective	1 day		15/30	\$6,141.75	\$244.15	n/a	n/a
Task / Delivery Order Contracting for Government	2 days	16	15/30	n/a	n/a	\$7,242.32	\$166.25

Course Title	Course Length	Continuing Learning Points (CLPS)	Min/Max # Students	GSA Base Course Price (15 students)	GSA Price per additional student >15	GSA Base Course Price (15-20 students)	GSA Price per Additional Students >20
Leadership, HR, and Change Management Courses							
Change Management	1 day		15/30	\$5,016.00	\$244.15	n/a	n/a
Coaching Skills to Improve Employee Performance	1 day		15/30	\$5,016.00	\$244.15	n/a	n/a
Conflict Management	2 days		15/30	\$7,110.75	\$279.30	n/a	n/a
Introduction to Supervision	3 days		15/30	\$9,319.50	\$309.70	n/a	n/a
Leadership and Management Skills for Supervisors	2 days		15/30	\$7,110.75	\$279.30	n/a	n/a
Leadership and Management Skills for Non-Supervisors	2 days		15/30	\$7,110.75	\$279.30	n/a	n/a
Leadership in a Time of Change	1 day		15/30	\$5,019.00	\$244.15	n/a	n/a
Resolving Conflict	2 days		15/30	\$7,110.75	\$279.30	n/a	n/a

SIN 874-8, DAWIA and FAC Certified Acquisition Workforce Training Courses

Course Title	# of Students	GSA Rate per Course	Computer Fees
CON100, Shaping Smart Business Arrangements	15	\$15,010.68	None
	16-20	\$16,061.43	None
	21-25	\$17,185.72	None
	26-30	\$18,904.30	None
CON120, Mission-Focused Contracting	15	\$28,517.23	None
	16-20	\$30,513.43	None
	21-25	\$32,649.38	None
	26-30	\$35,914.32	None
CON215, Intermediate Contracting for Mission Support	15	\$23,018.98	\$5,200
	16-20	\$24,627.56	\$5,200
	21-25	\$26,348.74	\$5,200
	26-30	\$28,979.69	\$5,200
CON 280, Source Selection and Administration of Service Contracts	15	\$28,517.23	None
	16-20	\$30,513.43	None
	21-25	\$32,649.38	None
	26-30	\$35,914.32	None
CON 290, Contract Administration and Negotiation Techniques in a Supply Environment	15	\$28,517.23	None
	16-20	\$30,513.43	None
	21-25	\$32,649.38	None
	26-30	\$35,914.32	None
ACQ 370, Acquisition Law	15	\$15,010.68	None
	16-20	\$16,061.43	None
	21-25	\$17,185.72	None
	26-30	\$18,904.30	None
COR 222, Contracting Officer's Representative Course	15	\$11,927.97	None
	16-20	\$12,762.93	None
	21-25	\$13,656.33	None
	26-30	\$15,021.96	None



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